

Instructions for CD-95 Individual Life Skills Progress Form

Purpose: The Individual Life Skills Progress Form is a document that will capture the youth's progress in specific learning goals and life skills domains. The contractor shall utilize the Individual Life Skills Progress form to report back to the case manager and Family Support Team (FST) on the individual youth's progress. The contractor shall submit the Individual Life Skills Progress form on a quarterly basis or as requested by the state agency case manager or contracted case manager.

Youth's Name: Enter the first and last name of the youth being served and reported on.

Reporting Period Dates: Enter the dates of the quarter which is being reported.

DCN: Enter the Departmental Client Number (DCN) of the youth. This is an eight digit number (e.g. 99999999).

County: Enter the county that the youth resides in.

Case Manager: Enter the case worker from the Children's Division or Foster Care Case Management Agency.

Contractor/Reporter: Enter the Chafee Contracted Agency Provider and name of the person completing report.

Youth's IAP Goals: Enter all goals found on the CD-94 (Adolescent FST Guide & IAP) for this quarter or additional goals that have been developed with the youth and worker or foster parent.

Life Skills Domain: Enter a domain from the drop down box. Use the life skills domain service definition descriptions to select the appropriate choice.

Date(s): Enter dates services were provided for this domain.

Portfolio Item(s): Enter at least one portfolio item for each goal. A portfolio is a collection of samples that communicate youth's interest and give evidence of the youth's talents. The youth can use the portfolio to show others what they have accomplished, learned or produced.

Services Provided: Enter services provided to youth (e.g. teaching, meetings, working one on one, financial assistance, etc.)

Progress toward Goals: Select one of the boxes determining if the youth has met the goal yet, is working on it now, or needs help.

Other services provided to the youth: Enter services that do not fall under an IAP goal but have been provided by the agency (e.g. meetings, court, any financial assistance, etc.)